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Executive Registry

73-3519/3

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11 July 1973

MEMORANDUM FOR: Mr. Colby

FROM : Acting Director, O/NE

SUBJECT : Personnel Development Program

REFERENCE : Your Memorandum of 26 June 1973

1. I feel that at the appropriate point in the evolution or transformation of this office, it should participate fully -- and in the same way as others -- in the personnel development program and annual personnel plan. But in view of the proposals for change presently before the Management Committee, and because of the clear need to maintain our staffing situation so as to continue productive in this interim period, there would be no purpose served in filling out forms now.

2. At the moment, and under our present T/O, we have six vacancies at the GS-18 level and three vacancies at the GS-15 level. An additional vacancy at the GS-18 level to be created by the departure of [redacted] in late July 1973 will be filled by [redacted]

3. Two ONE Estimates Officers have been selected on a competitive basis for full-time training beginning in the Fall of 1973. Helene Boatner, GS-15, will attend the National War College, and [redacted] GS-14, will attend [redacted] under the Education for Public Management Program sponsored by

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the Civil Service Commission. We believe that their training will significantly contribute to their executive potential and to their usefulness wherever they may serve in the Agency.

4. I will be happy to review O/NE personnel matters with you in greater detail whenever you wish.

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